

## **Suggested Evidence List To Support the Health Sciences Program Evaluation**

**USAGE:** When completing the “**Self-Evaluation and Data Collection Guide**”, you have the option of using the following lists to assist you. The following are only suggested key items, which you may find useful for referral in making objective selections on the “**Self-Evaluation and Data Collection Guide**”.

Use of this list is not a requirement for completing the “**Self-Evaluation and Data Collection Guide**”. It is only a tool for assistance, when additional information is needed to complete an evaluation question. It may also provide assistance in supporting future action for areas of improvement, which require administrator approval or financial expenditure.

This “**Suggested Evidence List**” is NOT to be considered a required or comprehensive guide to your program’s documentation or filing needs. Please continue to utilize state, MSIP, district, Regulatory Agency standards, Accrediting Agency standards, or personal preferences or requirements.

### **Section I. Course Offerings, Curriculum, and Instruction**

*Courses are offered and updated to appropriately reflect current labor trends, community needs, student interest, and Regulatory Board and/or Accrediting Agency standards. Course offerings are supported with written curriculum, which identifies specific goals, objectives, and instructional strategies or assessments. Course offerings and instruction allow all students the opportunity to enroll in this program area.*

<u>ITEM</u>	<u>Additional Description</u>
Classroom Rosters	As submitted to DESE Core Data
Student Evaluations	May include guidance or building-wide needs assessments AND/OR evaluations/surveys conducted in your program area classes. File should include tally by questions, sample copy of evaluation instrument used, and copies of completed evaluations-file space permitting.
Advisory Committee Minutes	Should be dated and include list of members present.
MOICC Information	Supply and demand of occupations is available and may be printed from internet site.
Community Needs Assessment	As conducted by municipality, chamber of commerce, economic development agency, or other.
Local Workforce Investment Bd.	Correspondence, newsletter, or other printed material referencing community or area occupational or training needs.
Curriculum Notebooks	
Classroom Plans	

## **Section I. Course Offerings, Curriculum, and Instruction** (Continued)

<u>ITEM</u>	<u>Additional Description</u>
Grade-books	
Competency Cards	As kept current for students throughout school year.
Student Files	
District/building grade-tracking	Print-outs by class or student.

## **Section II: Classroom Environment**

*The \_\_\_\_\_ Program provides a classroom environment which encourages program interest and safety, while providing the instructional materials necessary to support current curriculum and meet the needs of students.*

<u>ITEM</u>	<u>Additional Description</u>
Walk-through Inspection	If annual inspection is conducted. (From a cleanliness/orderliness standpoint, it may be useful to have an instructor or administrator, from outside the program provide input.)
Copy of Insurance Exceptions	If noted in building/district files
Advisory Committee Minutes	Should be dated and include list of members present.
Accrediting Agency Standards	As listed for accreditation or exceptions/strengths noted, if review conducted.
Industry/Equipment Mfg. Spec.	Safety specifications for industry standards or supplied by equipment manufacturers.
Copy of Grant Applications	Copy of grant applications to DESE for 50/50 Enhancement Grant money or other Grant applications for upgrade of equipment or facilities.

### **Section III: Student Success, Continued Learning, and Community Involvement**

*Partnerships and activities, which affect student and program success are developed with: Students, Counselors, Parents, Post-Secondary Institutions, Career and Technical Student Organizations, Regulatory Boards, Accrediting Agencies, and Representatives of the Community and Workplace.*

<u>ITEM</u>	<u>Additional Description</u>
Student Files/Lesson Plans	
Promotional Materials	Flyers or newspaper clippings from the last 1-3 years showing open house, award nights, or other parent & community program awareness.
Articulation Agreements	Copy of agreement with Post-Secondary institution, which clearly shows date of agreement and date of expiration.
Articulation Attempts	Printed correspondence, which clearly shows good faith efforts of establishing articulation agreements with a Post-Secondary institution, within the last 18 months.
CTSO Membership	Paid rosters, meeting minutes, chapter charter
CTSO Participation	Flyers, newspaper articles, etc. showing community involvement, leadership activities, participation in district or state CTSO events.
Advisory Committee Roster	Membership and representation list showing activity year
Advisory Committee Minutes	Should be dated and include list of members present.

### **Section IV: Staff Resources and Professional Development**

*Each instructor for this program area is certified and participates in on-going professional development activities. Instructors of this program are familiar with local-district procedural policies.*

<u>ITEM</u>	<u>Additional Description</u>
State Certification Documents	
Professional Development Logs	
District In-Service Calendar	(or other document showing in-service program topics)
Building Staff Meeting Agendas	
Program Staff Information	Resumes, Conference Certificates of Attendance, Etc.